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LIA15-3-1-2
TLO meetings
DD/P

M I N U T E S

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TRAINING OFFICERS MEETING

T h u r s d a y
8 Apr 54

Attendance:

Mr. Baird, D/TR
25X1A [redacted]*
[redacted], OTR
25X1A

* One item only (Note: No Division TLO's present)

1. Discussion of JOT Trainees on Assignment with DD/P

25X1A [redacted] made inquiries on the practices followed in assigning and training JOT's. Mr. Baird replied to these inquiries and emphasized that as in the case of many military personnel within the Agency, it is important that each JOT be placed on a job commensurate with his particular abilities. Failure in the past to do so places much of the blame on us if the JOT does not remain with the Agency after continued periods of formal training. Any highly motivated young man must be placed in a situation
25X1A in which he feels he is producing during the on-the-job training phase. Mr. Baird and [redacted] explained in detail how the JOT's are briefed prior to assignment to DD/P offices. Mr. Baird stressed the fact that not one JOT has been assigned to OTR. As a result of PP interest in the JOT program, that office volunteered Phase II quota slots for JOT's if and when such are needed in the future.

2. Waiver Tests

25X1A [redacted] explained the procedure to be followed in reporting back the results of waiver tests. In brief, A & E will test; the report will be sent to the appropriate senior staff training officer, who will inform the Registrar after a decision has been reached.

3. A & E Memoranda on Training Evaluation Reports

After considerable discussion it was agreed to continue present practice, permitting direct contact from the desks to the A & E Staff on inquiries about training evaluation reports.

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Procedures for Course Critiques

4. The Director of Training turned over all course critiques on the initial running of Phase III, plus a report identifying OTR plans for action effected to revise Phase III presentations. These papers were given to [redacted] representing the Chairman, Clandestine Services Training Committee, with the provisos that all members of the Committee should read all course critiques and that any questions or comments concerning these critiques would be taken up exclusively with Mr. Baird. 25X1A

5. Enrollment of Low-Graded Personnel in the BIC

25X1A [redacted] raised questions on requiring GS-4's, scheduled for 25X1A overseas assignments, taking BIC training. [redacted] stressed the propriety of such persons' taking the Administration Course only. Two considerations projected this discussion: (a) the high probability that such personnel would be GS-7 or -9 upon return to headquarters, and (b) the fact that DD/P Admin standards establish BIC training as minimal requirement for such personnel 25X1A slated for overseas assignments. Regarding the first of these, [redacted] pointed out that the training commensurate with the grade and position attained should be logically 25X1A undertaken upon return from overseas. Regarding the latter, [redacted] volunteered to talk to [redacted] or 25X1A 25X1A [redacted] about making the minimum standards more realistic.

6. Discussion of Procedure for Procuring TS Material for Training Purposes

25X1A [redacted] presented some of the problems with which he had been confronted in attempting to obtain certain TS material considered essential to the planned WPSOC course. Mr. Baird recommended that the topic be discussed at an OTR Staff meeting and suggested that initial assistance in procuring the necessary material could probably 25X1A be gotten from senior staff training officers. [redacted] pointed out that a TS document was used for the first time as a training vehicle in the recent Phase III.

7. [redacted] 25X1A

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8. Announcement Regarding TSS Advanced Photo Course

25X1A [redacted] announced that a placement test was being introduced in the beginning of the Advanced Photo Course to identify those

25X1A students who might require special training in certain aspects while taking the regular course. [redacted] also observed that this change in programing to accommodate such persons would eliminate tutorial photographic instruction.

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A G E N D A

TRAINING OFFICERS MEETING

T h u r s d a y
8 Apr 54

25X1A 1. Discussion of JOT Trainees on Assignment with DD/P ([redacted])

25X1A 2. Waiver Tests [redacted]

25X1A 3. A & E Memoranda on Training Evaluation Reports [redacted]

4. Procedures for Course Critiques

25X1A 5. Enrollment of Low-Graded Personnel in the BIC ([redacted] FI)

25X1A 6. Discussion of Procedure for Procuring TS Material for Training Purposes [redacted]

25X1A 7. [redacted]

25X1A 8. Announcement Regarding TSS Advanced Photo Course ([redacted] TSS)

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